

DEPARTMENT OF NATURAL RESOURCES & CONSERVATION

Agency Mission: To ensure Montana's land and water resources provide benefits for present and future generations.

Director's Office (DO)

- Goal:** Human Resource Office - Create full cycle human resource process and procedure that involves recruitment and selection, on-boarding, policy development, safety, compensation, benefits, career development, performance evaluation, and succession planning.
- Objective:** Compensation- update pay plan to better address pay equity and business needs.
Performance Evaluation- complete adoption of a web-based performance evaluation system.
Fair Labor Standards Act compliance – complete position review and update.
- Goal:** Procurement and Contracting Section - Continue to offer new power point training presentation for contracting with Grey Box Contracts.
- Objective:** Train agency contracting personnel in the uses of the grey box contract, instruction on which clauses to include under different circumstances, and instruction on review processes and contract administration.
- Goal:** Continue to offer the full day “Basic Purchasing” training to DNRC employees.
- Objective:** Keep all employees apprised of the procurement policies of DNRC.
Raise the delegated dollar limit to \$5000 for field personnel.
- Goal:** Update DNRC Procurement Manual.
- Objective:** Add new section for Agile Assets, add new section for fuel cards and bulk fuel requirements, both of these sections will serve as a reference point for employees to keep them apprised of the new policies.
- Goal:** Ensure that the department's fiscal management practices are consistent with "Generally Accepted Accounting Principles" (GAAP).
- Objective:** Work with Dept. of Administration State Accounting Division to implement accounting for new or modified programs, work with agency divisions to improve communication of information required for accounting entries, and minimize or eliminate findings and recommendations on financial audits.
- Goal:** Improve the fiscal year end closing process.
- Objective:** Begin planning process earlier, reconcile all accounts on a monthly or quarterly basis, and track and log documents as processed.
- Goal:** Upgrade technology and software in the agency as allowed by staff and budget.
- Objective:** Provide high-quality IT support to staff; complete deployment of Windows 7 and Office 2010; upgrade network infrastructure to support data and service consolidation, improve reliability, and enable use of state datacenters to improve DNRC disaster recovery and continuity of service objectives; improve information security practices throughout the agency.
- Goal:** Continue development of GIS services for DNRC and its constituents.
- Objective:** Enhance enterprise geospatial data management processes to increase efficiency and effectiveness of DNRC services provided to citizens; partner with program

staff to provide GIS training to foster programs' abilities to leverage geospatial technologies; develop new GIS applications to meet agency needs; cross-train staff for improved responsiveness to program needs.

Goal: Enhance effectiveness of DNRC operations through the use of web and mobile technologies.

Objective: Develop web and mobile applications that enable an anytime, anywhere workforce, improve data collection and processing, and enable greater accessibility of DNRC services to staff and the public.

Goal: Continue Increase efficiency in DNRC operations by reducing costs and inefficiencies related to current storage, access, and management practices in dealing paper and electronic records (data).

Objective: Continue to offer to train all DNRC managers in records management laws and practical management techniques so that training can carry over to staff and program management. Participate in Legislative works groups and ITSD initiative to develop an enterprise/electronic content management (ECM) approach to records and data access and retention.

Goal: Enhance efficiencies of DNRC projects/programs by providing legal advice early in the process to facilitate success, enhance production of a high-quality service or product, and minimize legal challenges which could delay or prevent project implementation.

Objective Despite reduced staffing level, have legal staff available and ready to participate when requested.

Oil & Gas Conservation Division (BOGC)

- Goal:** Conduct public hearings to promote conservation, prevent waste and protect correlative rights for oil and gas operations.
- Objective:** Provide notice, publish docket, write orders, hold business meeting prior to hearing, and propose and adopt rules pursuant to Montana Administrative Procedures Act as required.
- Goal:** Issue drilling permits
- Objective:** Conduct Montana Environmental Policy Act (MEPA) compliance review and prepare documentation for each requested permit; identify non-conforming permit requests that require approval by BOGC; review permitting processes to improve efficiency.
- Goal:** Monitor existing wells
- Objective:** Approve applications for well work that meet regulatory requirements and identify non-conforming applications that require either modification or approval by BOGC; maintain catalog of orphaned and pre-regulatory wells and develop plugging and restoration plans and projects.
- Goal:** Operate well bonding program
- Objective:** Maintain records on current plugging and restoration bonds, approve new bonds, submit forfeiture paperwork and monitor receipt of funds.
- Goal:** Collect, catalog, and maintain oil and gas well information and production data, associated geological data, well logs, statistical information, and summary data for use by the public and the industry.
- Objective:** Maintain database and well files, process new well data, process production reports, prepare the Montana Oil and Gas Annual Review, maintain a core chip catalog on wells, and maintain regional and field maps by adding new wells and updating status changes.
- Goal:** Operate a field inspection program to ensure compliance with BOGC rules
- Objective:** Conduct inspections on drilling wells, producing wells, plugged and abandoned wells, and seismic exploration crews; respond to complaints and provide emergency response for spills, leaks, and other environmental problems; and provide recommendations for enforcement actions.
- Goal:** Administer the Underground Injection Control Program delegated by the U.S. Environmental Protection Agency (EPA) for the protection of groundwater through regulation of waste disposal and enhanced recovery injection wells.
- Objective:** Regulate the operations of existing injection wells
Issue new injection well permits; conduct well inspections and witness pressure tests; maintain and submit statistics and enforcement records per memorandum of understanding with the EPA.

Conservation and Resources Development Division (CARDD)

- Goal:** Support Conservation District (CD) duties
Objective: Provide assistance to 58 CDs through technical, financial, administrative, and educational services. Increase the number of CDs applying for and receiving grant funds. Focus on conservation project planning and CD employee retention. Increase CD training.
- Goal:** Improve Watershed Management
Objective: Inventory and assess watersheds throughout Montana. Cooperate with DNRC Water Resources Division in updating the State Water Plan.
- Goal:** Increase awareness and compliance with the Streambed and Land Preservation Act.
Objective: Coordinate with other permitting agencies, improve education and outreach, update 310 database, revise administrative rules, and increase technical assistance to CDs.
- Goal:** Provide Water and Wastewater Infrastructure in the State.
Objective: Improve water and wastewater resources through the loan program to construct and rehabilitate treatments systems. Assist Rural Water groups to gain Federal authorization and funding.
- Goal:** Reclamation of Natural Resources
Objective: Fund projects where a natural resource, such as land or water, has been harmed. The Reclamation and Development Grant Program leverages financial resources to remediate environmental hazards, for example, plug abandoned oil and gas wells and reclaim mining sites.
- Goal:** Protect and Develop Natural Resources
Objective: Fund projects where a natural resource can be used more efficiently and be managed as a sustainable resource. Develop and implement databases and e-government applications to support natural protection and development. Protect natural resource quality and availability.

Water Resources Division (WRD)

- Goal:** Promote the wise use and conservation of Montana's water resources.
- Objective:** Water Rights/New Appropriations: Process all water right forms as efficiently as possible while ensuring that they comply with the criteria and processes established in statute and rule. Scan and maintain all water right records as required by the Montana Constitution.
- Objective:** Water Rights/Adjudication: DNRC met the earlier legislative benchmark of examining 57,000 claims by June 30th 2015. Work on issuing summary reports of water right claims in all first decree basins to meet the current legislative requirement of having all initial decrees issued by June 30, 2020. Continue to provide post decree assistance to the Water Court across the state and initiate limited examination work on approximately 90,000 claims in 43 basins pursuant to the Water Court's re-examination order.
- Objective:** State Projects: Manage and maintain state-owned water storage projects (24 dams including the Broadwater-Toston hydropower facility and 250 miles of canals) to maximize economic and water use benefits while ensuring these high hazard projects are maintained to current engineering standards and compliant with the State Dam Safety Act.
- Objective:** Water Management: Provide unbiased technical assistance, water resource planning support, and water resource educational information to water users and decision makers throughout the state. Implement recommendations in the 2015 State Water Plan.
- Objective:** Water Operations: Efficiently and effectively carry out the statutory duties of the department for regulation of high hazard dams, construction requirements of water wells, licensing of water well contractors, designation of floodplains and floodways, and technical support of local governmental floodplain management programs.
- Objective:** Compact Implementation: provide technical and legal support for implementation of future and previously approved compacts. This includes assisting with federal ratification, assisting the Water Court with the decree process, technical support to Tribes and agencies, archiving of records, and meeting reporting requirements.

Forestry Division

- Goal:** Ensure sustainability of Montana forests, rural lands, and communities through cooperative wildland fire protection, sound forest management practices, and by promoting a viable forest-based economy.
- Objective:** Monitor Forestry Best Management Practices (BMPs) through audit of 45 sites and report results by December, 2016:
- a. Administer federal grants for state and private forestry projects;
 - b. Conduct aerial detection surveys and provide assistance with Montana's mountain pine beetle outbreak;
 - c. Produce and sell 1 million seedlings for conservation plantings;
 - d. Recognize Arbor Day and issue 45 Tree City USA awards; promote and recognize urban forestry through grant funding, as available;
 - e. Administer the slash hazard reduction law through management of 3000+ hazard reduction agreements;
- Objective:** Provide leadership and coordination to Montana's wildfire services, accomplished through wildfire prevention, training, preparedness, and safe, aggressive suppression actions to protect lives, property and natural resources:
- a. Suppress at least 95% of all fires at 10 acres or less;
 - b. Conduct training courses for 2,100 firefighters statewide;
 - c. Develop incident management team capabilities;
 - d. Maintain aviation program of 10 aircraft with pilots, mechanics and crews for fire suppression efforts;
 - e. Ensure maintenance of 60 DNRC wildland fire engines, and 275 engines and other fire equipment loaned to counties under the County Co-Op Fire Protection Program;
 - f. Develop 25 new wildland fire engines annually for use by DNRC and/or local government fire departments;
 - g. Support statewide fire prevention programs across Montana. Programs include: Keep Montana Green, FireSafe Montana, Ready, Set, Go!, Firewise Communities and Fire Adapted Communities.
 - h. Maintain a state-wide radio system to include mobile and portable radios, dispatch center base stations, and mountain top repeaters.
 - i. Investigate all fires to determine if they are human-caused fires and bill for suppression costs as appropriate;
 - j. Update and maintain fire protection boundary data per the Montana Cooperative Fire Management Agreement.
 - k. Administer the Volunteer Fire Assistance grant program.
- Objective:** Sustain and enhance opportunities for Montana's integrated forest products infrastructure:
- a. Assist forest industry and school districts with implementation of biomass utilization projects;
 - b. Promote collaboration at local, state, regional and national levels related to federal forest policy and forest management projects;
 - c. Promote a sustainable supply of timber to maintaining an integrated forest products industry;
 - d. Provide data from Montana's Statewide Assessment of Forest Resources to land managing agencies to promote high-priority forest management opportunities statewide.

Trust Land Management Division (TLMD)

Goal: Our goal is to manage the State of Montana's trust land resources to produce revenue for the trust beneficiaries while considering environmental factors and protecting the future income-generating capacity of the land.

Objective: Manage mineral and surface resources to provide approximately \$100 million annually in gross trust revenue consistent with fiduciary duties and legal commitments:

- a. Generate approximately \$28 million in gross distributable revenue from agriculture and grazing management,
- b. Generate approximately \$30 million in gross non-distributable royalties and \$8 million in gross distributable revenue from minerals management,
- c. Generate approximately \$10 million in gross distributable revenue from forest management,
- d. Generate approximately \$16 million in gross distributable revenue from real estate management and \$10 million from land sales;
- e. Generate approximately \$1 million in gross distributable revenue from recreational use management, and
- f. Distribute \$20 million in interest generated from the various permanent funds.

Objective: Exert leadership in the stewardship of Montana's trust land resources by accomplishing the following:

- a. Conduct approximately 1,000 agricultural and grazing renewal evaluations covering roughly 490,000 acres by October 2015. Take corrective actions on leases with identified management issues;
- b. Conduct leasing, permitting, and management of approximately 5,300 oil, gas, coal, and sand and gravel agreements on 2.1 million acres of state trust lands and other state lands. Take corrective actions on leases with identified management issues;
- c. Sell approximately 53.2 mmbf of timber and conduct weekly timber sale inspections on 30-35 active timber sales across approximately 8,500 acres annually. Take corrective action to address any deficiencies;
- d. Conduct approximately 376 cabin/home site lease inspections by August 2017. Take corrective actions on leases with identified management issues.